

RALEIGH-DURHAM AIRPORT AUTHORITY

MINUTES

October 16, 2003

Chairman Clancy presided. Present: Members Gibbs; Sanders; Teer; Toler; Weeks and Zaytoun. Absent: Member Winston. Also present: Airport Director Brantley; Deputy Director, Finance Business & Administration Gill; Deputy Director, Facilities Engineering & Maintenance Pittman; Major Capital Improvements Program Director Powell; Customer Service & Organizational Director Damiano; Finance Director Barritt; Administration Director Umphrey; Senior Program Manager Edmondson; Senior Program Manager Quesenberry; Communications Manager Hamlin; Communications Specialist Dunton; Business Development Officer Hairston; Emergency Services Manager Thompson; Information Technology Manager Schiller; Maintenance Manager Fulp; Parking Director Scialdone; Parking Administration Manager Slayton; Law Enforcement Manager Waters; Assistant Law Enforcement Manager Tippet; Transportation Supervisor Kiser; Operations Officer Snead; Ground Transportation Manager Nye; Information Technology Specialist Casanova; Network Administrator King; Payroll & Benefits Officer Simpson; Properties & Insurance Officer Reynolds; Mail Clerk Garriss; Executive Assistant Mitchell; and Attorney Tatum.

Guests: Charles McCloskey, Parsons Transportation Group; Howard Harmon, The Paradies Shops; Cedric Nelson, Superior Shoe Shine; Tom Bradshaw, Salomon Smith Barney, Inc.; Chris Baysden, Triangle Business Journal; and Sarah Ellis Peed, Duke University graduate student.

APPROVAL OF AGENDA – There were no changes to the agenda, and it was approved as submitted.

APPROVAL OF MINUTES – There were no changes to the minutes of the September 25, 2003 meeting. Member Weeks moved, seconded by Member Teer, their approval as submitted. Adopted.

CHAIRMAN'S COMMENTS – Chairman Clancy advised that an Executive Session would be held at the conclusion of the November 20th meeting to discuss a personnel matter.

LAW, FINANCE & PERSONNEL COMMITTEE REPORT – Member Sanders reported the Committee met on October 16, 2003 and discussed the following items:

1. Consideration of establishing a capital project and project budget for Terminal C Admirals Club Repairs & Temporary Relocation, RDU #070429. Deputy Director, Facilities Engineering & Maintenance Pittman requested that the Authority establish a new capital project and project budget for repairs to and temporary relocation of the American Airlines Admirals Club. The project will address recently discovered fungicidal contamination in the heating, ventilation & air-conditioning system and other spaces both within and outside the club. The same air handler serves all contaminated spaces. The period of time during which active contamination has been present cannot be determined. The contaminated portions of the club have been abandoned and the club's activities moved into the concourse area immediately adjacent to the club entrance. The Authority intends to proceed with the project under a two-phase approach. First, the contamination will be removed or sealed to eliminate the health hazard. Following that, areas not supplied by the contaminated air handler may be reconstructed to repair remediation damage and reopened. This particular air handler supplies conditioned air to the north two-thirds

of the club, the concourse area adjacent to the club, and a large portion of the closed north concourse of Terminal C. In addition, the area in the concourse currently being used by American for club purposes may be incorporated into a new "temporary" club until a more permanent location is developed on the south concourse. The potential health implications led staff to immediately contract with S&ME to assist with resolution of the problem upon its being reported by American. S&ME has provided testing services, offered recommendations and solutions, and is currently under contract to design and administer the remediation portion of the work. Remediation contractors attended a pre-bid meeting and walk-through, and bids for the remediation work were received on October 14, 2003. Once remediation is complete, staff will contract for design and subsequently construction of any "build back" required for club operations. The Engineer's preliminary estimate for the remediation work is \$12,000. Costs for testing and design work, to this point, have been charged to the Terminal C complex. These costs will be transferred into the project upon approval. The estimate for "build-back," including design, construction and in-house costs associated with the work, is \$70,000. The Authority will seek reimbursement from American Airlines for most costs associated with the project. The Committee recommended establishing a new capital project, Terminal C Admirals Club Repairs & Temporary Relocation, RDU #070429, with a budget of \$70,000.

2. Consideration of adjustment of the capital budget for Taxiway D Relocation & Terminal C Apron Expansion, RDU#070379. Major Capital Improvements Program Director Powell requested an adjustment in the capital budget for the Taxiway D Relocation & Terminal C Apron Expansion project. The scope of the project includes relocation of a portion of Taxiway D; construction of a new taxiway bridge; realignment of the portion of International Drive from Taxiway C to Terminal Boulevard; expansion of the Terminal C aircraft parking apron to the north so that it will be configured to accept expansion of the concourse; construction of significant drainage structures and a new storm water detention pond serving the terminal area of the airport; and other work. The project involves two primary construction contracts. The first contract, Westside Storm Water Management Facilities, which involves constructing the drainage structures and the storm water detention pond referenced above, was awarded in March 2003. Bids for the taxiway, bridge, apron, road and other construction elements not associated with the drainage structures and storm water detention pond elements of the project were received on October 9, 2003. Currently, the project budget is \$11.5 million. That budget amount funds the pre-construction phase of the project and costs associated with the Westside Storm Water Management Facilities contract. Award of the Taxiway D Relocation & Terminal C Apron Expansion contract will necessitate increasing the budget to cover the costs associated with that contract. The project is scheduled for completion in the third quarter of 2005. The Committee recommended increasing the budget for Taxiway D Relocation & Terminal C Apron Expansion, RDU #070379, by \$30 million from \$11.5 million to \$41.5 million.

3. Consideration of adjustment of the capital budget for Terminal C Renovation & Expansion, RDU #070399. Major Capital Improvements Program Director Powell requested an adjustment in the capital budget for Terminal C Renovation & Expansion. Currently, the project budget is \$7.8 million. The recommendation is to increase the project budget by \$5.0 million from \$7.8 million to \$12.8 million. The proposed budget increase would cover the cost of the project through completion of the Schematic Design Phase. Furthermore, the proposed budget would cover the cost of the architectural, engineering and other professional services for the Design Development Phase, Construction Documents Phase and Bidding/Negotiation Phase for Phase 1. The proposed

budget would provide an allowance for relocation of the Admirals Club to an interim location such that it is not impacted by the construction in Phases 1 and 2 of the project. Additionally, the budget would cover other project costs such as in-house expense and the cost of procuring an owner's professional protective indemnity policy for the project. The Committee recommended increasing the project budget for Terminal C Renovation & Expansion, RDU #070399, by \$5.0 million from \$7.8 million to \$12.8 million.

4. Consideration of proposed changes in the employee health benefits program to be effective January 1, 2004. Deputy Director, Finance, Business & Administration Gill reported on proposed changes in the employee health benefits program. Over the past several years, most employers, including the Authority, have seen significant changes in their healthcare coverage and cost. The Authority has offered a fully insured health program under which it pays premiums to a provider(s) as its only obligation for employee and dependent coverage. These fully insured programs, while offering a degree of cost certainty, have continued to demand significant premium increases each year. In 2001, the Authority offered plans from Wellpath, CIGNA and Partners. Due to numerous concerns raised by employees, healthcare providers and industry experts, the Authority did not renew its plan with Wellpath for 2002. For the year 2002, premiums increased considerably (13% for CIGNA, 19% for Partners). For the year 2003, Partners demanded a premium increase in excess of 79%. Therefore, the Authority elected to continue only with CIGNA, which offered an increase of 8.5%. With 2004 upcoming, staff evaluated options to address the continuing increase in health insurance costs. Working with its health insurance broker/consultant, Gary Pendleton, staff reviewed a number of fully insured plans as well as alternatives, including self-funded health insurance. CIGNA quoted an increase in premiums of 22% for the Authority's current fully insured coverage. Other fully insured quotes were similar in amount. Several attractive quotes for self-funded plans were received. Self-funding offers the advantage of designing unique aspects of the Authority's health plan to meet desired coverage and cost goals rather than only being able to select an "off the shelf" plan provided by a fully insured program. This customization allows the employer to select a third party administrator to oversee the claims, to select a re-insurance carrier to provide coverage over certain limits (reducing the overall risk to the employer), and to tailor deductibles, out-of-pocket maximums and prescription drug benefits to meet plan goals. After obtaining several quotes for self-funded insurance, it became apparent that self-funding was the most attractive solution for the Authority. Staff recommended engaging Guardian Life Insurance and its Minimum Premium Plan for the year beginning January 1, 2004. Guardian does, however, have some limitations on plan design. The Authority is not able to completely customize the plan, but Guardian does offer numerous programs that parallel coverage offered by other self-funded providers. Utilizing past claims history, it is anticipated that coverage through Guardian will save the Authority approximately \$180,000 in the first calendar year. Because of the decrease in coverage costs, the Authority is able to slightly decrease the premiums assessed to employees who elect coverage for dependents. The Committee recommended that the Authority engage Guardian Life Insurance and its Minimum Premium Plan as the Authority's sole health care provider beginning January 1, 2004.

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5. Presentation of the preliminary plan for financing the Terminal C Renovation & Expansion program. The Authority has undertaken development of a plan to redevelop Terminal C and related facilities at a total cost of approximately \$350 million. Construction is expected to begin in mid-2004 with an anticipated completion date in mid-2009. The expected breakdown of this cost is approximately \$250 million for construction costs and approximately \$62 million for design,

supervision and related services, with approximately \$38 million initially being reserved for contingency and cost variance. Renewing and increasing the current \$35 million Bond Anticipation Note ("BAN") issued in December 2002 to \$70 million would allow the Authority to protect its reserves and to proceed with its plan to reserve PFC funds for the Terminal C project itself. Wachovia Bank has expressed a willingness to purchase this investment for a term of up to fifteen (15) months at a maximum of \$70 million. The mid-2004 contracts will require an additional \$25-30 million. If the BAN is increased to \$70 million at this time, these additional contracts can be funded from available Authority BAN proceeds without depleting Authority cash reserves or using PFCs, which can then be diverted to the Terminal C project. If the BAN is increased to \$70 million and no new long-term bonds are issued in 2004, a bond issue of approximately \$300-350 million will have to be sold in the first quarter of 2005. As an alternative to waiting until 2005 to issue new bonds, the Authority may elect to replace the BAN with a bond issue of \$100-150 million in late summer 2004, thereby downsizing any subsequent issue in 2005. This plan would require completion of a formal financial feasibility study for the entire Terminal C redevelopment program prior to issuing these bonds. Otherwise, the Authority would have until the end of 2004 to complete this study. There are likely savings associated with reduced negative arbitrage for a 15-month BAN versus a fixed rate deal, but any such savings would have to be weighed against the additional cost of two bond transactions within a 6-9 month period and the likelihood that the borrowing rate for the 2004 bonds would be higher than the rate for the BAN. Consideration also must be given to the possibility that interest rates might rise between the summer of 2004 and 2005, in which case the increased interest cost over the life of the bonds might be substantially more than the savings from extending the BAN and delaying the sale of bonds. Marketing and pricing advantages and disadvantages of both approaches must be evaluated by the Authority's underwriters and financial advisors on an ongoing basis to determine the best and most cost effective options going forward. The Committee recommended that the Authority proceed with the issuance of up to \$70 million of BANs with Wachovia in December 2003 for a term not to exceed 15 months.

Member Sanders made a motion, seconded by Member Gibbs, to approve the recommendations of the Law, Finance & Personnel Committee. Adopted.

LAND & DEVELOPMENT COMMITTEE REPORT – Member Teer reported the Committee met on October 16, 2003 and discussed the following items:

1. Consideration of bids received October 9, 2003 for Taxiway D Relocation & Terminal C Apron Expansion, RDU #070379. Facilities Program Manager Cayton reported three bids were received on October 9, 2003 for the Taxiway D Relocation & Terminal C Apron Expansion project from: Lane Construction Corporation at \$24,711,956.10; Blythe Construction, Inc. at \$25,408,674.14; and Archer-Western Contractors, Ltd at \$27,484,246.40. The low bidder met the contract DBE goal of 11%. The Committee recommended that the Authority accept the low bid and award the contract for Taxiway D Relocation & Terminal C Apron Expansion to the Lane Construction Corporation in the amount of \$24,711,956.10.
2. Consideration of an Amendment to the Agreement with URS Corporation for construction phase engineering services for Taxiway D Relocation & Terminal C Apron Expansion, RDU #070379. Facilities Program Manager Cayton reported proposed Amendment No. 6 to the Agreement dated January 17, 2002 with URS Corporation – North Carolina for construction

phase engineering services for Taxiway D Relocation & Terminal C Apron Expansion authorizes services for contract administration and resident project representation. Contract administration services include reviewing shop drawings; visiting the site periodically; interpreting technical requirements of the plans and specifications; providing recommendations on technical issues in connection with processing pay applications; providing technical specifications and drawings for preparation of change orders; responding to requests from the Contractor and Construction Manager for information on technical matters; managing resident project representative staff; and communicating with the Construction Manager on technical requirements of the work. Resident project representation services include inspection of the work; determination of compliance of the construction work with technical requirements; requesting check surveying when required; reviewing and assisting with pay quantities in connection with processing payments to the Contractor; preparing reports and field logs regarding adherence of the work to technical requirements; and assisting the Construction Manager in coordination of construction work with operation of the Airport. Compensation for services authorized by the amendment will be based on unit costs against fixed ceiling amounts of \$737,730 for contract administration and \$894,600 for resident project inspection. Compensation for reimbursable expenses authorized by the Amendment will be based on direct costs with a ceiling of \$115,819. This Amendment increases the fixed ceiling amount of the Agreement by \$1,748,149 from \$3,174,417 to \$4,922,566. The Committee recommended approval of Amendment No. 6 to the Agreement with URS Corporation – North Carolina for construction engineering services for Taxiway D Relocation & Terminal C Apron Expansion.

3. Consideration of an Agreement with S&ME, Inc. for quality assurance testing services for Taxiway D Relocation & Terminal C Apron Expansion, RDU #070379. Facilities Program Manager Cayton reported on the proposed Agreement with S&ME, Inc. for construction quality assurance testing services for Taxiway D Relocation & Terminal C Apron Expansion. The Agreement authorizes services for construction phase quality assurance testing services in connection with the project. Services include testing soil, aggregate, asphalt, concrete, pipe welds, and other materials incorporated into the work in order to assure the materials meet FAA and project specifications. Other services include inspecting the contractor's plants used to produce asphalt and concrete and monitoring the production of those materials. Additionally, the services include preparing acceptance test reports and a final testing and quality control report that summarizes all tests results. Compensation for services authorized by the Agreement will be based on unit costs against the fixed ceiling amount of \$350,000. Reimbursable expenses, which are based on direct costs, are also included in the fixed ceiling amount. The Committee recommended approval of the Agreement with S&ME, Inc. for construction phase quality assurance testing services for Taxiway D Relocation & Terminal C Apron Expansion.
4. Consideration of a Change Order with McNally Tunneling Corporation for Westside Storm Water Management Facilities, RDU #070378. Facilities Program Manager Cayton reported on proposed Change Order No. 5 with McNally Tunneling Corporation for Westside Storm Water Management Facilities. The Change Order will add to the contract construction of a 24' x 16' x 37' junction box at the upstream end of the tunnel. The Change Order will shift construction of the structure from the Taxiway D Relocation & Terminal C Apron Expansion contract into the McNally contract because of a change in the relative timing of the two contracts. The proposed change order also reflects that construction of the junction box is larger than originally designed due to a lowering of the tunnel grade during construction. The tunnel grade was lowered in order

to minimize the possibility of settlement in areas above the tunnel. The work needs to commence before the November Authority meeting. Staff requested that the Authority authorize the Airport Director to execute the Change Order in an amount not to exceed \$200,000. The Committee recommended approval of Change Order No. 5 with McNally Tunneling Corporation and authorizing the Airport Director to execute the Change Order in an amount not to exceed \$200,000

5. Consideration of a Change Order with Rifenburg Construction, Inc. for Runway 5R-23L Pavement Repairs, an element of Airside/Landside Pavement & Drainage Repairs, RDU #080439. Deputy Director, Facilities Engineering & Maintenance Pittman reported on a proposed Change Order with Rifenburg Construction, Inc. for asphalt pavement repairs to Runway 5R-23L. The Change Order covers removing deteriorated pavement in the aircraft touchdown zone areas of the runway and repaving them with a Superpave asphalt mix. Repairing the deteriorated pavement now will extend the pavement life of the runway and prolong the need for a complete resurfacing project for approximately five years. The work will be completed in two consecutive weekend work periods, weather permitting, consisting of a sixty (60) hour work period each weekend. The Authority will coordinate the work with all airside tenants. The runway will be closed during the entire repair period. The current project budget is \$3,490,000. Current obligations, including design, construction, and administrative costs, are \$3,100,476. The new total obligation for the project will be \$3,365,476, and the budget remaining will be reduced to \$124,524. The maximum total compensation under this change order is \$265,000. The Committee recommended approval of the Change Order with Rifenburg Construction, Inc. for asphalt pavement repairs to Runway 5R-23L in an amount not to exceed \$265,000.

6. Consideration of a staff recommendation for selection of a consultant to provide professional services for Water/Sewer Systems & Stormwater Planning & Permits, RDU #010509. Deputy Director, Facilities Engineering & Maintenance Pittman reported on the staff recommendation for selection of a firm to perform services for sewer system evaluation & repair work, a sub-project of Water/Sewer Systems & Stormwater Planning & Permits. This project includes investigating system capacity and potential necessary improvements to the Airport's sanitary collection system. Services to be provided are defined within five tasks. Task 1 includes obtaining available infrastructure data, applicable maintenance reports and records, and administrative investigation activities. Task 2 includes a detailed evaluation of the sanitary collection system hydraulic status of the force mains, pump stations, gravity lines, air valves, solids grinders, wet wells and other components. Tasks 3 and 4 include determining future sanitary collection system utilization based on developed forecasts for calendar years 2005, 2010, 2015, and 2020 and providing intermediate and long-term recommendations for improving the capacity of the existing system to meet the forecasted demand. Task 5 includes delivering a Preliminary Engineering Report, presenting final recommendations and cost estimates. Notification of the Request for Proposals was made to several known local firms with appropriate sanitary collection system expertise and posted on the Authority's website. The following three firms submitted proposals: CDM; URS; and Withers & Ravenel. Staff interviewed all three firms on October 3, 2003. Although no specific MBE goals were defined for this contract, MBE participation was encouraged. All three firms displayed the capability to perform the work, possessed relevant experience, and demonstrated sufficient resources to accomplish the anticipated tasks. The firms were ranked as follows: 1) CDM; 2) URS and 3) Withers & Ravenel. Based on review of the proposals, including responsiveness to the stated requirements, qualifications and experience of the

proposed project manager, other key personnel and sub-consultants, previous experience on similar projects, perception of and approach to the project, and results of interviews, staff recommended selection of CDM and requested approval to commence contract negotiations with the CDM. The Committee recommended that staff be authorized to initiate contract negotiations with CDM for professional services for Sewer System Evaluation & Repair work.

7. Consideration of construction contract for Terminal C Admirals Club Repairs & Temporary Relocation, RDU #070429. Deputy Director, Facilities Engineering & Maintenance Pittman reported on the proposed contract for environmental remediation of the Terminal C Admirals Club. Remediation contractors attended a pre-bid meeting and walk-through, and bids for the remediation work were received on October 14, 2003. Due to the Engineer's estimate of cost of the work, informal bids were obtained from contractors that have a proven track record in the local remediation business. Four bids were received from: Neo Corporation in the amount of \$9,350; Contaminant Control in the amount of \$9,789; Enpuricon, Inc. in the amount of \$9,800; and Associated Industrial Services, Inc. in the amount of \$12,475. The Committee recommended acceptance of the low bid and award of a contract to Neo Corporation in the amount of \$9,350 for Terminal C Admirals Club Repairs & Temporary Relocation.

Member Teer made a motion, seconded by Member Sanders, to approve the recommendations of the Land & Development Committee. Adopted.

RANNOCH CONTRACT – Deputy Director, Facilities Engineering & Maintenance Pittman reported that staff has negotiated a Contract with Rannoch Corporation to provide and install the Permanent Noise Operations & Management System, RDU #010449. At its February 20, 2003 meeting, the Authority approved an increase in the capital budget for the project to \$735,000 and award of the contract to Rannoch in an amount not to exceed \$435,000. Since that time, staff has been working to finalize the contract and obtain easements with public and private entities for the twelve monitoring sites. All outstanding issues and requirements finally have come together.

Member Gibbs made a motion, seconded by Member Toler, to approve the Contract with Rannoch Corporation to provide and install the Permanent Noise & Operations Monitoring System, RDU #010449. Adopted.

MEMBERS COMMENTS/REPORT – Member Toler commented that he attended the Customer Appreciation festivities in the terminals on October 8 and thought the staff did a great job. He especially enjoyed meeting Customer Service Ambassador Anne Dias. Member Sanders reported he also attended the festivities and thanked staff and all the volunteers. It really shows the Authority's dedication to customer service. Member Zaytoun asked that all letters to the editors printed in the local newspapers relating to RDU be included in the monthly Newsclips.

Chairman Clancy commended the Ground Transportation staff for their efforts in coordinating ground transportation for late night flights. They have done a great job ensuring that taxicabs are on site and available for customers on late arrivals.

GENERAL COUNSEL'S REPORT – Attorney Tatum had no comments at this time.

AIRPORT DIRECTOR'S REPORT –

- Enplaned passengers for September 2003 totaled 297,683 versus 306,759 for September 2002 for a 3.0% decrease. Year-to-date 2003 enplaned passengers totaled 2,910,533 versus 3,212,121 for year-to-date 2002 for a 9.4% decrease.
- Deplaned passengers for September 2003 totaled 293,798 versus 305,412 for September 2002 for a 3.8% decrease. Year-to-date 2003 deplaned passengers totaled 2,914,431 versus 3,210,653 for year-to-date 2002 for a 9.20% decrease.
- Enplaned air cargo for September 2003 totaled 6,706,340 pounds versus 7,677,915 pounds for September 2002 for a 12.7% increase. Year-to-date 2003 enplaned air cargo totaled 67,979,864 versus 73,131,708 for year-to-date 2002 for a 7.1% decrease.
- Deplaned air cargo for September 2003 totaled 8,918,199 pounds versus 9,895,293 pounds for September 2002 for a 9.9% decrease. Year-to-date 2003 deplaned air cargo totaled 88,125,579 versus 92,027,206 for year-to-date 2002 for a 4.2% decrease.
- Weekday scheduled flight departures for September 2003 totaled 215 versus 222 for September 2002 for a 3.2% decrease.
- Aircraft operations for September 2003 totaled 18,360 versus 19,408 for September 2002 for a 5.4% decrease. Year-to-date 2003 aircraft operations totaled 165,336 versus 183,807 for year-to-date 2002 for a 10.1% decrease.
- The number of vehicles exiting the terminal area public parking lots during September 2003 totaled 143,996 versus 146,310 for September 2002 for a 1.6% decrease. The year-to-date 2003 number of vehicles exiting the terminal area public parking lots totaled 1,414,401 versus 1,482,339 for year-to-date 2002 for a 4.6% decrease.
- The number of taxicab trips taken during September 2003 totaled 12,246 versus 10,244 during September 2002 for a 19.5% increase. The year-to-date 2003 number of taxicab trips totaled 109,694 versus 101,892 for year-to-date 2002 for a 7.7% increase.
- American Eagle announced weekend service additions to Orlando, Ft. Lauderdale and Nassau to begin early in each of the next three months. American Eagle continues to do exceedingly well at RDU.
- The grading work on the Triangle Regional ICON has begun. Installation of the ICON is scheduled to begin November 10. The unveiling will be on December 17, 2003. A reception at the General Aviation Terminal facility will follow the ICON unveiling.
- With respect to the ICON, the City of Raleigh and Wake County each have paid the full \$100,000 amount of their portion of the funding for the ICON. Durham County and the City of Durham each have paid \$50,000. The amount remaining to be collected is \$100,000.
- Exit Express pay-on-foot machines are currently being installed. The opening of Parking Garage 4 and launching of Exit Express is scheduled for November 17, 2003. All machines should be in

place and operational by opening day.

- Preparations for operations during the year-ending holidays have begun. Administrative personnel will again supplement Operations staff in providing assistance, managing queues and helping with parking operations. The Authority plans to bring in employees to assist with the opening of the new deck and the beginning of use of the Exit Express pay-on-foot machines.
- The General Aviation Terminal project is going well. The last piece of glass is going in today. The new Operations Center building also is coming along very well. Rifenburg's work on the North Ramp general aviation project has been greatly affected by the wet weather. Archer Western's work on Taxiway J is scheduled to be complete by the end of the year. From a construction standpoint, the Authority has had a good year. The contractors have been very good.
- Customer Service & Organizational Support Director Damiano narrated a computer-simulated demonstration of the Exit Express pay-on-foot machines. The Authority also viewed a commercial about Exit Express. The focal message is a reminder for customers to keep their parking tickets with them.

ADJOURNMENT - There being no further business, Chairman Clancy adjourned the meeting.

Respectfully submitted,

Stephen K. Zaytoun, Secretary

CORRECT ATTEST:

David T. Clancy, Chairman